FLORIDA

SCANNER SHEET REPORTING INSTRUCTIONS

5TH SALES CYCLE – SEPTEMBER 1 – OCTOBER 24, 1975

SALES REPRESENTATIVES'S NAME _____

TERRITORY NUMBER _____

REPORT IN THESE SECTIONS IN THE NORMAL MANNER. BE ESPECIALLY CAREFUL TO INSURE THAT YOUR PROPER TERRITORY NUMBER IS WRITTEN AND MARKED IN THE APPROPRIATE SPACES.

SALES REPRESENTATIVE'S TERRITORY NUMBER			REPORTING PERIOD	
			CYCLE	WEEK
0 0	0 0	0 0	0	0
1 1	1 1	1 1	1	1
2 2	2 2	2 2	2	2
3 3	3 3	3 3	3	3
4 4	4 4	4 4	4	4
5 5	5 5	5 5	5	5
6 6	6 6	6 6	6	6
7 7	7 7	7 7	7	7
8 8	8 8	8 8	8	8
9 9	9 9	9 9	9	9

SELLING ALONE		BEING TRAINED		PACK-MASTERS		VENDING COVERAGES	
DAYS	FRACTIONS	DAYS	FRACTIONS	DAYS	FRACTIONS	DAYS	FRACTIONS
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4		4		4		4	
5		5		5		5	

SICK OR VACATION		SALES MEETINGS		SAMPLING OR STORE SALES		OTHER DOWN TIME	
DAYS	FRACTIONS	DAYS	FRACTIONS	DAYS	FRACTIONS	DAYS	FRACTIONS
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4		4		4		4	
5		5		5		5	

REVIEW YOUR SCANNER COMPLETELY BEFORE MAILING TO MAKE CERTAIN THAT ALL FIELDS ARE MARKED CORRECTLY. PLEASE BE SURE THAT THE "REPORTING PERIOD" SECTION IS CORRECTLY MARKED FOR CYCLE 5, AND THE APPROPRIATE WEEK – 1 THRU 8.

MAIL IN AMPLE TIME FOR THE SCANNER TO ARRIVE IN OKLAHOMA CITY NO LATER THAN MONDAY MORNING. ALL CORRESPONDENCE SENT TO COMPUTER MANAGEMENT CORP. MUST INCLUDE THE SENDER'S RETURN ADDRESS.

TYPE CALLS	
NON-CONTROLLED	CONTROLLED
0 0 0	0 0 0
1 1 1	1 1 1
2 2 2	2 2 2
3 3 3	3 3 3
4 4 4	4 4 4
5 5 5	5 5 5
6 6 6	6 6 6
7 7 7	7 7 7
8 8 8	8 8 8
9 9 9	9 9 9

REPORT THE NUMBER OF NON-CONTROLLED AND THE NUMBER OF CONTROLLED CALLS MADE EACH WEEK.

TOTAL GRATIS USED
0 0 0
1 1 1
2 2 2
3 3 3
4 4 4
5 5 5
6 6 6
7 7 7
8 8 8
9 9 9

ALL GRATIS SHOULD BE COMBINED AND TOTAL PACKS USED REPORTED IN THIS COLUMN.

SPECIAL INSTRUCTIONS		
COLUMN # 1	COLUMN # 2	COLUMN # 3
0 0 0	0 0 0	0 0 0
1 1 1	1 1 1	1 1 1
2 2 2	2 2 2	2 2 2
3 3 3	3 3 3	3 3 3
4 4 4	4 4 4	4 4 4
5 5 5	5 5 5	5 5 5
6 6 6	6 6 6	6 6 6
7 7 7	7 7 7	7 7 7
8 8 8	8 8 8	8 8 8
9 9 9	9 9 9	9 9 9

REPORT THE TOTAL NUMBER OF BENSON & HEDGES 100'S BOX JUMBO PACKS USED IN COLUMN NO. 1.
DO NOT REPORT IN COLUMNS NO. 2 AND NO. 3

CONSUMER INCENTIVE	
PKS 20'S SWITCH SOLD	SAMPLE 20'S SOLD
0 0 0	0 0 0
1 1 1	1 1 1
2 2 2	2 2 2
3 3 3	3 3 3
4 4 4	4 4 4
5 5 5	5 5 5
6 6 6	6 6 6
7 7 7	7 7 7
8 8 8	8 8 8
9 9 9	9 9 9

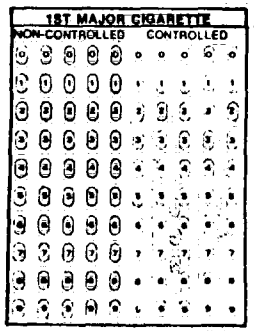
REPORT TOTAL NUMBER OF 20's SWITCH SOLD IN THIS COLUMN.

REPORT TOTAL NUMBER OF 20's USED FOR SWITCH SELLING AND SAMPLING IN THIS COLUMN.

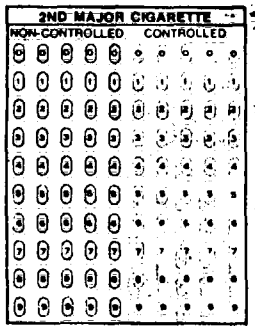
1005010185

Source: https://www.industrydocuments.ucsf.edu/docs/skwm0000

CARTONS SOLD

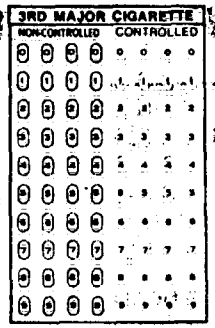


REPORT ALL SALES OF BENSON & HEDGES 100'S BOX IN THESE COLUMNS FOR THE ENTIRE 5TH CYCLE. MAKE CERTAIN NONCONTROLLED TOTALS ARE SEPARATED FROM CONTROLLED TOTALS.

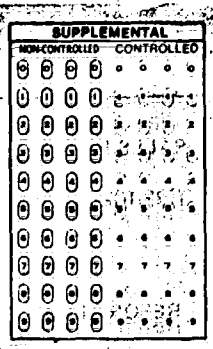


REPORT ALL SALES OF MARLBORO LIGHTS AND 100'S IN THESE COLUMNS FOR THE FIRST 4 WEEKS.

SARATOGA 120's THE SECOND 4 WEEKS.

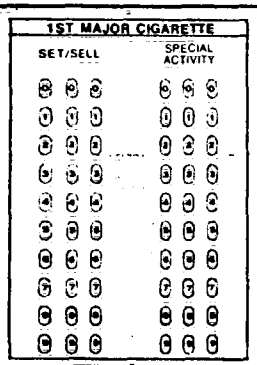


REPORT ALL SALES OF SARATOGA 120'S IN THESE COLUMNS FOR THE FIRST 4 WEEKS – SEPTEMBER 1 – SEPTEMBER 26, 1975.
VIRGINIA SLIMS SECOND 4 WEEKS – SEPTEMBER 29 – OCTOBER 24, 1975.



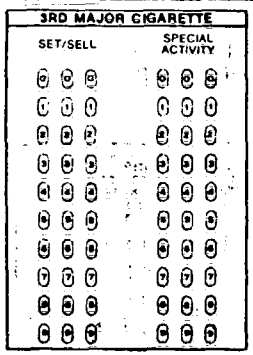
REPORT THE SALE OF ALL OTHER BRANDS IN THESE COLUMNS FOR THE ENTIRE CYCLE.

DISPLAYS



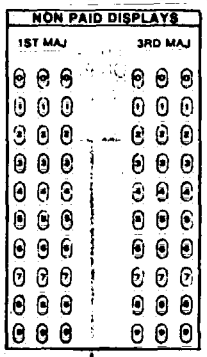
REPORT ALL PAID 30–PACK SET/SELL DISPLAYS FOR BENSON & HEDGES 100'S BOX IN THIS COLUMN.

REPORT ALL PAID 18–PACK SET/SELL DISPLAYS FOR BENSON & HEDGES 100'S BOX IN THIS COLUMN.



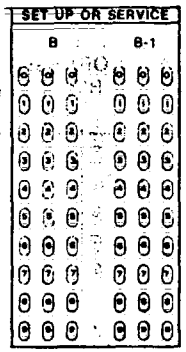
REPORT ALL PAID SARATOGA 120'S SET/SELL DISPLAYS DURING THE FIRST 4 WEEKS. VIRGINIA SLIMS 2ND 4 WEEKS. (NOTE: BOX MATCHES ARE PAYMENT)

DO NOT REPORT IN THIS COLUMN.

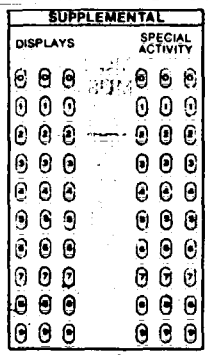


REPORT ALL 1ST MAJ. 30 AND 18–PACK SET/SELL DISPLAYS PLACED WITHOUT PAYMENT IN THIS COLUMN.

REPORT ALL 3RD MAJ. SET/SELL DISPLAYS PLACED WITHOUT PAYMENT IN THIS COLUMN.



REPORT TOTAL B AND B–1 UNITS SERVICED IN THESE COLUMNS.



REPORT ALL MARLBORO 180 CARTON A–1 DISPLAYS ERECTED THIS CYCLE IN THIS COLUMN.

DO NOT REPORT IN THIS COLUMN.

Source: https://www.industrydocuments.ucsf.edu/docs/skwm0000